KHD Specimen and Data Summary Workflow

Collection Event
Specimen Collected and Data Recorded in Field Book

Incoming Specimens
Specimen dried and placed in
Cabinet: Collections By Staff (1 or 4)

Incoming Data
Data Transcribed/Digitized

Submit Data
Data batch uploaded into database
Data exported for label making

Create Labels
Draft, review, and print
Place with specimens

Freeze Specimen
Minimum 4 days

Place in Cabinet A

Put Up and Mount Specimen

Place in Cabinet B

Add Barcode to Specimen

CONCURRENT

Add Barcode to Digital Record
Search for specimen record and scan in
barcode

Place in Cabinet C

Image Specimen

Sort and
Place in Cabinet D

Process and Upload Specimen Image

File Specimen